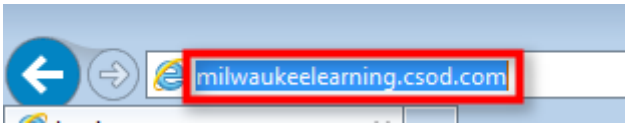
# Pilot Launch Guide

**Overview**

This Pilot Launch Guide will walk you through how to log into the Milwaukee County Training and Development Center – otherwise known as the Learning Management System (LMS) - for the first time, as well as how to change your password, launch the interactive training tutorial, and then assign the tutorial to your direct reports if you have any.

**Accessing and Logging into the LMS**

To log into the LMS, please complete the following steps:

| Step | Action |
|---|---|
| 1 | Open the **Internet Explorer** browser either from your **Desktop** or from your **Start** menu.<br> |
| 2 | Type the following website address in the **Address** field:<br>**http://milwaukeelearning.csod.com**<br>  |

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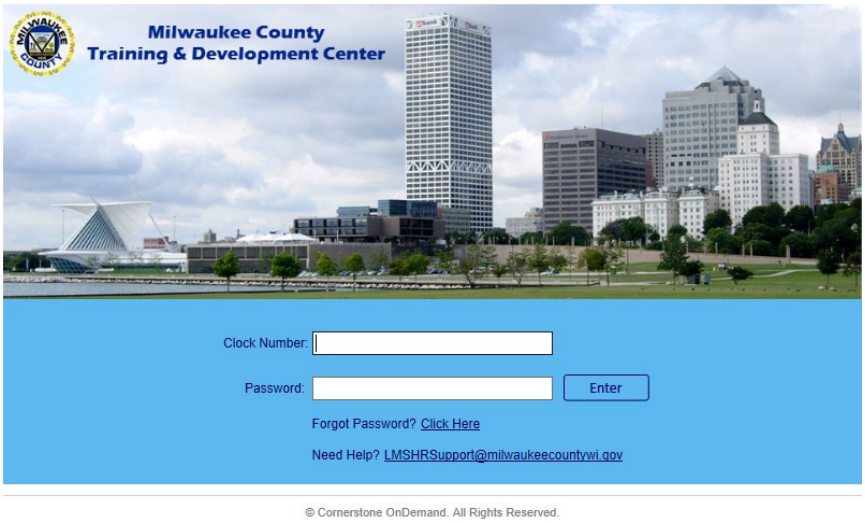
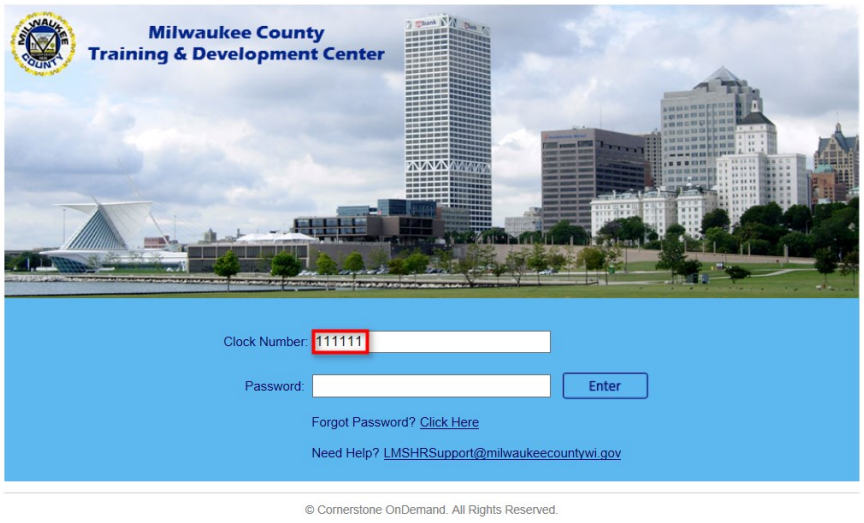
| Step | Action |
|---|---|
| 3 | Press the **Enter** key on your keyboard.<br>  <br>**Result**: The **Milwaukee County Training and Development Center** page will open. |
| 4 | Type your clock number in the **Clock Number** field.<br>  |
| 5 | Type the following default password in the **Password** field:<br><br>**P4sswØrd**<br><br>**Note**: Be sure to type it in exactly as it is shown. |

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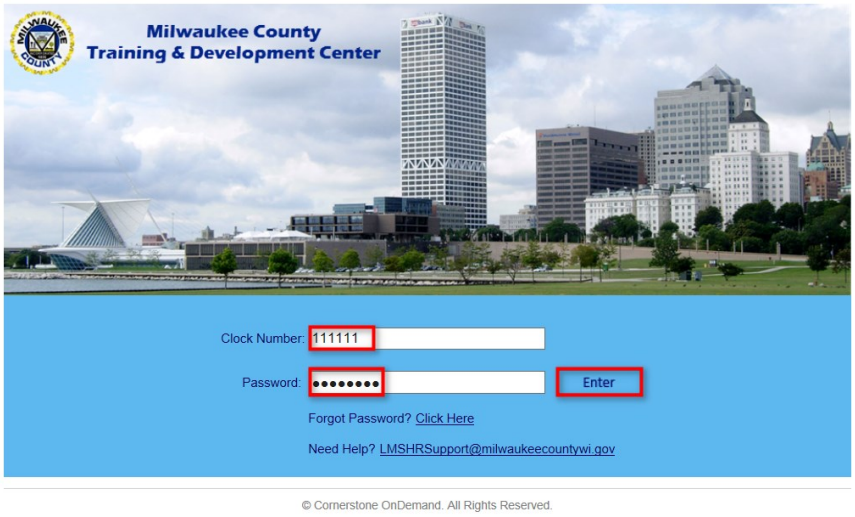
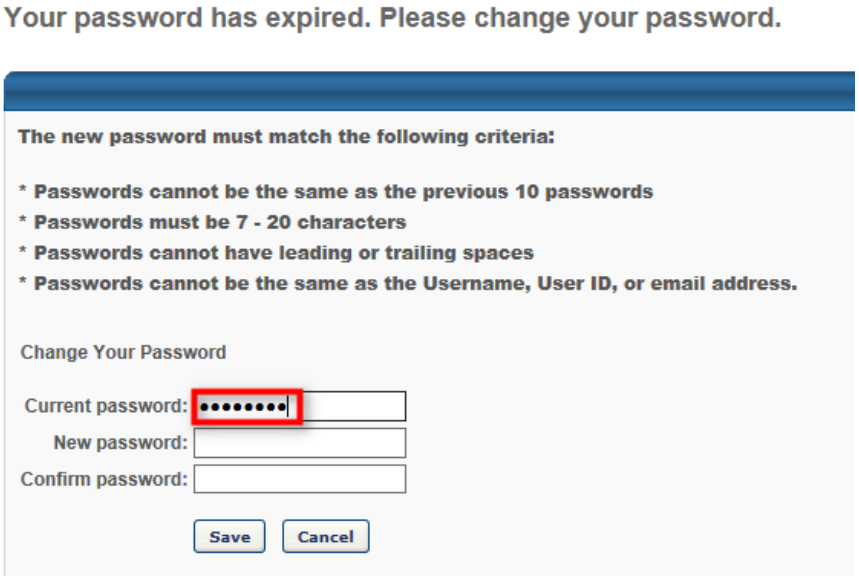
| Step | Action |
|---|---|
| 6 | Click the **Enter** button.<br>  <br><br>**Result**: You will be logged in and prompted to change your password. |
| 7 | Type the default password (listed below) into the **Current password** field:<br>**P4sswØrd**<br>  <br> |

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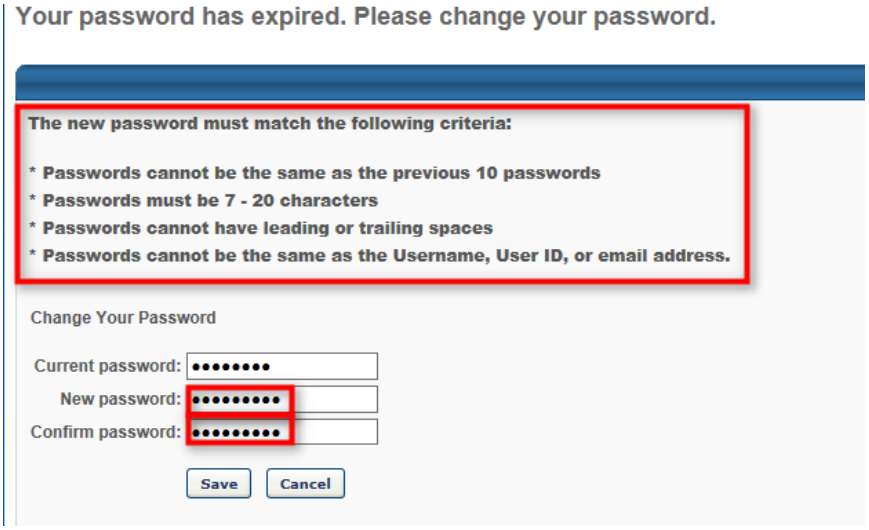
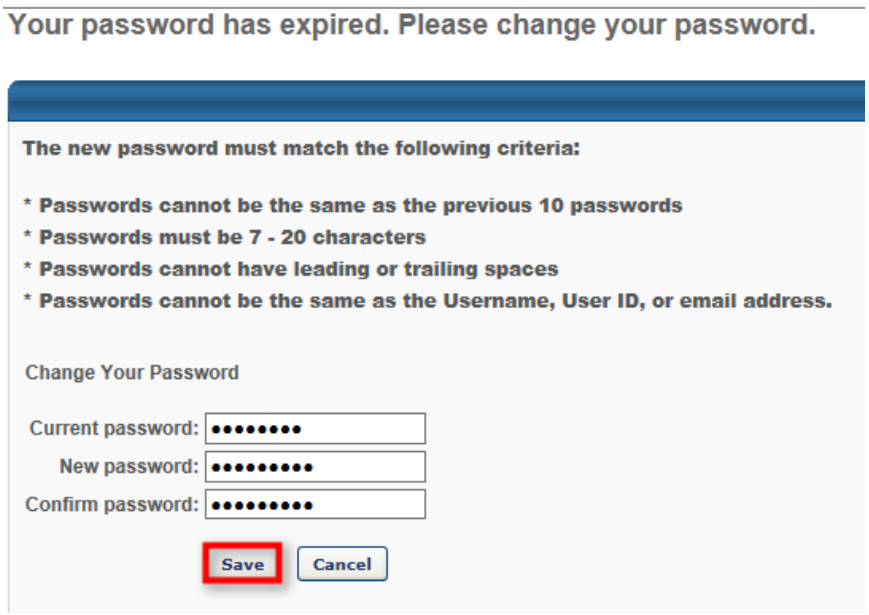
| Step | Action |
|---|---|
| 8 | Type a new password into both the New **password** and **Confirm password** fields.<br><br>  <br><br><br>**Note**: Be sure to adhere to the password criteria listed at the top. |
| 9 | Click the **Save** button.<br><br>  <br><br><br>**Result**: You will be taken to a **Define Security Questions** page. |

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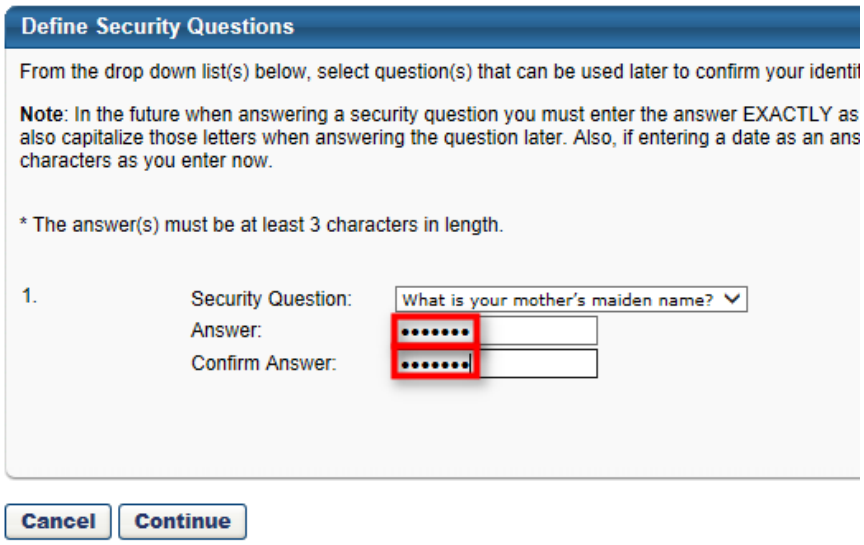
| Step | Action |
|---|---|
| 10 | Type the answer for the question shown into both the **Answer** and **Confirm Answer** fields.<br><br>  <br><br><br>**Note**: The security answer you type is case-sensitive. |

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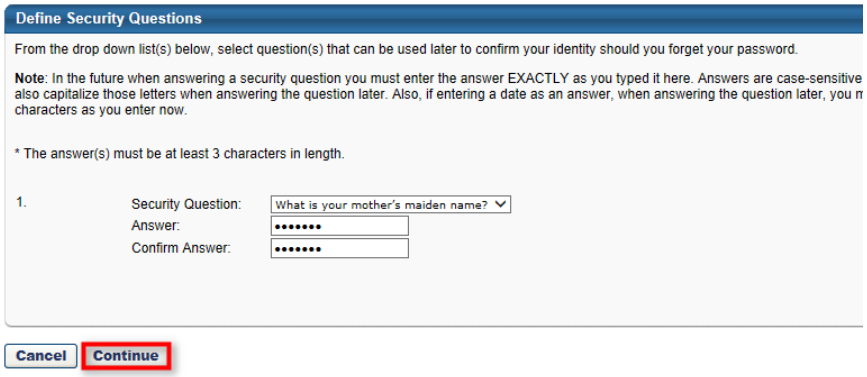
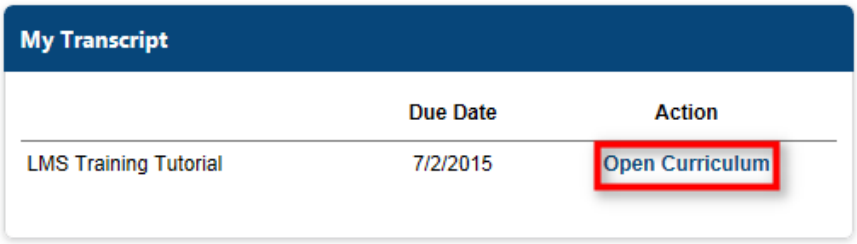
| Step | Action |
|---|---|
| 11 | Click the **Continue** button.<br>  <br><br>**Result**: You will be taken to the **Welcome Page**.<br> <br> |
| 12 | Scroll down to **My Transcript** and click the **Open Curriculum** link.<br>  <br> |

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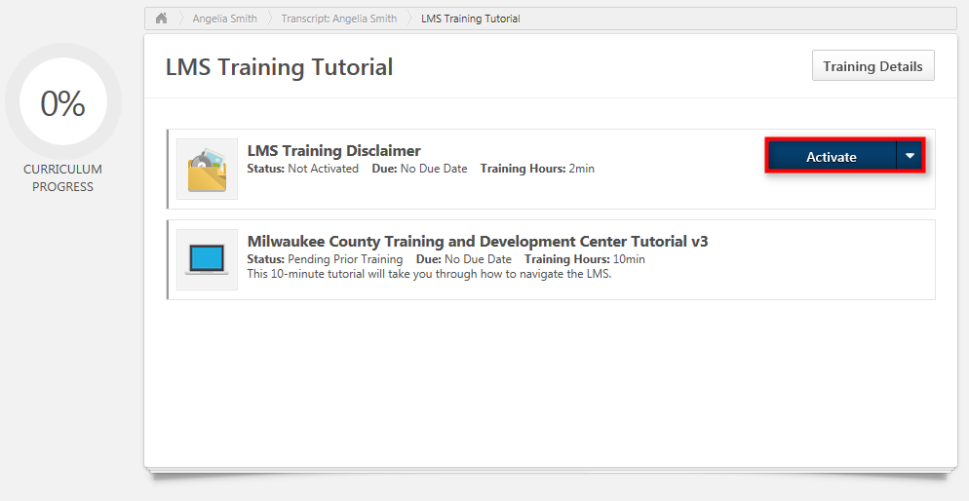
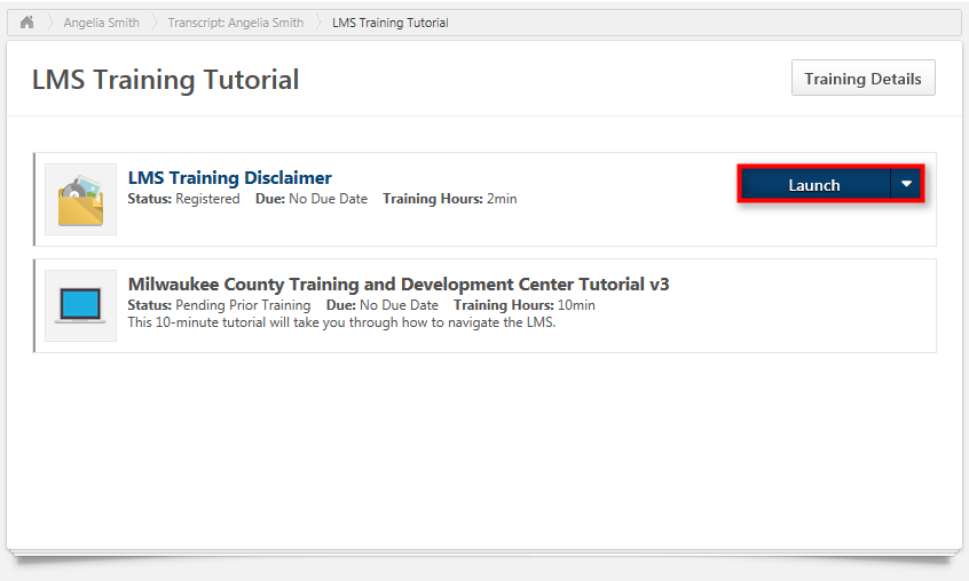
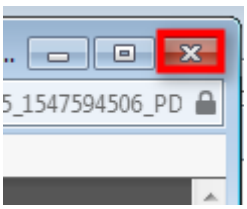
| Step | Action |
|---|---|
| 13 | Click the **Activate** button for the **LMS Training Disclaimer**.<br>  |
| 14 | Click the **Launch** button.<br>  |
| 15 | Read the **LMS Training Disclaimer** and then click the X button at the upper right to close that window.<br>  |

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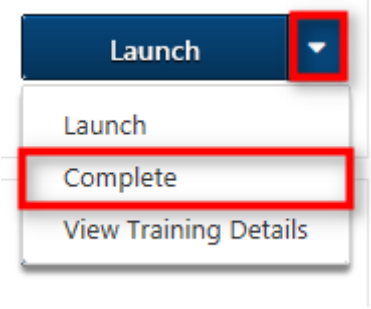
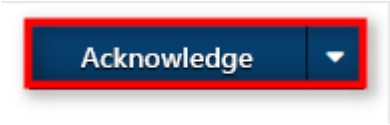
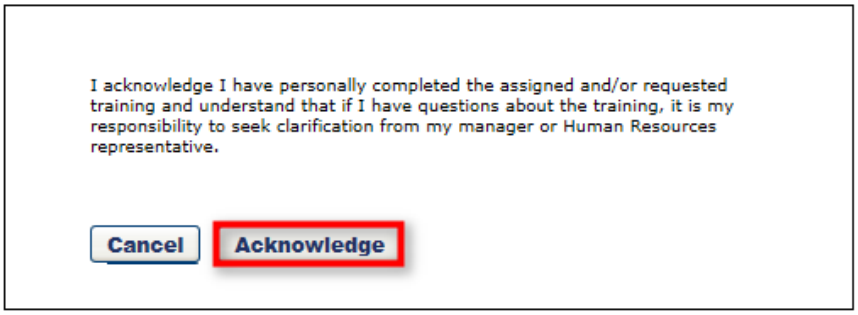
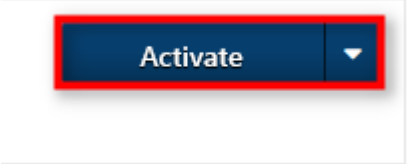
| Step | Action |
|---|---|
| 16 | Click the drop-down button to the right of the **Launch** button and click **Complete**. The **Launch** button will then turn into an **Acknowledge** button.<br>  |
| 17 | Click the **Acknowledge** button to acknowledge completion of the LMS Training Disclaimer.<br>  |
| 18 | Read the acknowledgement statement and click the **Acknowledge** button.<br>  <br>**Note**: By clicking the **Acknowledge** button, you are adding your electronic signature to this item on your transcript, and agree to the acknowledgement statement. |
| 19 | Click the **Activate** button for the **Milwaukee County Training and Development Center Tutorial**.<br>  |

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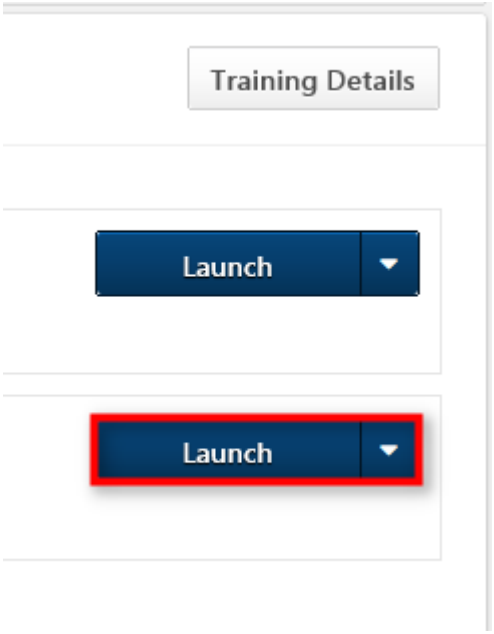
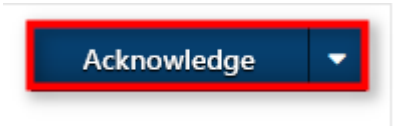
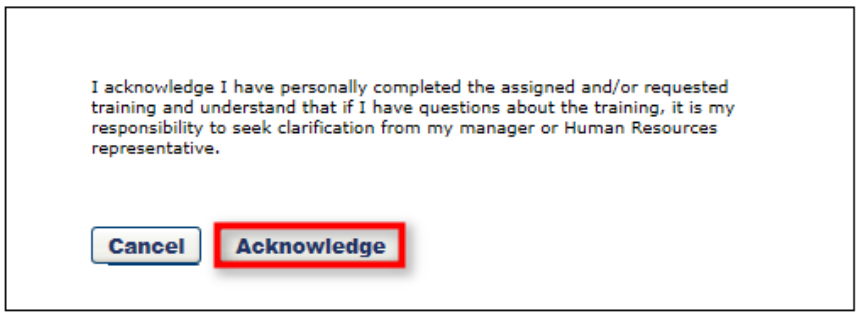
| Step | Action |
|---|---|
| 20 | Click the **Launch** button.<br>  <br>**Result**: The tutorial will open in a new window. |
| 21 | Go through the tutorial and then close the window when prompted.<br><br>**Note**: At the end of the tutorial there are a few brief survey questions. Please complete them as thoroughly as you can. ***If you have direct reports, please be sure to go to My Team and verify that your direct reports are accurately represented in the LMS. If they are not, please indicate who is incorrectly entered in the LMS Survey.*** |
| 22 | Click the **Acknowledge** button to the right of the LMS Training Tutorial to acknowledge that you have completed the tutorial.<br>  |
| 23 | Read the acknowledgement statement and click the **Acknowledge** button.<br>  |

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| Step | Action |
|---|---|
| 24 | **Result**: Congratulations, you are all done! You can exit out of the LMS if you wish. Please contact hrlmssupport@milwaukeecountywi.gov if you have any questions or need any assistance. |

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